

COMPUTER STAFF MANUAL
ATARI COMPUTER CAMPS
1984

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ATARI COMPUTER CAMPS PHILOSOPHY

Atari Computer Camps' philosophy is that all of the campers attending our camps should have FUN while they are learning about computers. While learning to program computers, campers will also learn how to solve problems in a more efficient manner. Individual interests will be taken into account and the camper's capabilities.

BENEFITS OF LEARNING PROGRAMMING SKILLS

Just as a writer cannot create interesting and artistic stories simply by learning the English language, a programmer cannot learn to use the power of a computer simply by learning a programming language. The ability to successfully use a programming language can only be achieved by learning other, more general skills. At Atari Computer Camps, we help campers develop these skills.

The most important of these skills is problem solving. As people learn to program, they improve their ability to analyze a problem, carefully plan an approach to solving it, and carry out a solution. These skills are transferable to many areas other than computer programming in which problem solving skills play an important role.

Another important result of learning to program is the sense of confidence a youngster feels when s/he sees the results of the time and effort spent learning to program. These feelings of achievement and success are a powerful motivating force. They can help build the desire in youngsters to want to learn more and give them the confidence that through their own efforts they can learn anything.

A further outcome of each child's experience with computer programming is the contact s/he has with other creative endeavors. At Atari Computer Camps, learning to program is not an end in itself, but a means to exploring creative uses of computers in areas such as art and music. We believe youngsters' creativity can be expanded by having them explore the different uses of the computer in a variety of contexts.

DUTIES OF COMPUTER COORDINATOR, COMPUTER TEACHER, ON-SITE EXPERT, TEACHING ASSISTANT/COUNSELOR, AND ELECTRONICS WORKSHOP/COUNSELOR

All of the above-listed staff are expected to participate with enthusiasm in as many of the general activities as is practical.

Remember, this is also your summer vacation and we do not want to send you back to school in the fall without having a good suntan and loads of exciting experiences to share with your fellow students and teachers.

Detailed Job descriptions are located in the back of this manual for all computer related positions.

CLASSROOM SET-UP

The Computer Coordinator is responsible to organize and supervise the set-up and pack-up of each computer classroom, the library and the staff rooms. The entire camp staff will assist in the set-up with the computer knowledgeable people handling the actual hook-up and turn on of terminals. A local Atari Service Representative will be available to check each piece of hardware, making sure that everything is in working order for start-up.

Please use the following guidelines to set up the classrooms:

KEEP ALL BOXES AND PACKING MATERIALS

Do not remove any of the equipment documentation or switch boxes from their original boxes. The documentation will need to be packed with the equipment at the end of camp and should be kept in the boxes.

East Stroudsburg will have four classrooms; Greenfield will have two. Each classroom will hold twelve computer systems. (A listing of equipment supplied for each area is at the end of this manual.)

In addition, there will be a room designated as the camp library. Software (disks, tapes and cartridges), books and periodicals for the library have been filed and packed alphabetically and will arrive in cartons, ready to be placed on bookshelves and in filing cabinets. Again, be sure to save these shipping cartons for repacking.

The library will also have an area where you may bring your students for some quiet study time away from the blinking lights of the computer.

The Electronics classroom will be used exclusively for this workshop and also at free time.

The staff lounge will be in the same general area as the classrooms. This lounge will have eight computer systems and will be available for any staff member to use during off hours.

Some extra equipment has also been sent to each site. This equipment should be stored as back-up equipment should any piece fail and need to be sent out for repair during the camp season.

EQUIPMENT REPAIRS

RETURNING BAD SOFTWARE

WHAT IS THE PROCEDURE FOR RETURNING BAD SOFTWARE

All software that is damaged should be collected and marked as damaged. If a large quantity of damaged software accumulates at any given time, it should be shipped to our Sunnyvale office. We will try to replace as much of the bad software as possible to keep the number of pieces available at a constant level.

HOW TO RECEIVE AND RECEIPT RETURNING EQUIPMENT LENT TO STAFF

The equipment that has been lent to you must be brought with you to camp, as well as a signed copy of your original loan agreement. The Computer Coordinator will be responsible for checking the actual equipment against the loan agreement. Once the amounts have been verified, the Computer Coordinator and the person who borrowed the equipment must both sign their approval on the agreement. A copy of the verified loan agreement must then be sent to Fern Buchanan's attention at the Sunnyvale office.

WHAT DOES EACH CAMPER GET TO TAKE HOME AT NO EXTRA CHARGE?

Each camper should leave camp with one free Atari Computer Camp tee shirt, any motivational gifts given to them by the computer staff, as well as a camp completion certificate.

Diskettes campers should receive:

Campers in the Logo and Basic Classes: one blank disk per computer

Campers in the Advanced classes: one Advanced Topics disk
and one blank disk per camper.

WHAT DO YOU DO WITH INCOMING RECEIPTS? HOW DO YOU PREPARE OUTGOING MAIL?

Throughout the course of the summer, a variety of packages from both the Sunnyvale and New York offices will be sent to camp, and it is most important to keep accurate records of all the packages you receive. Please take the extra time to read the following carefully:

INCOMING BOXES/MAIL:

1. Remove all packing slips and/or invoices from outside and inside the package.
2. Compare the actual contents of the package to the paperwork by checking off each item as it is counted.
 - A. If there is a discrepancy, please so indicate right on the paperwork. Your written notes are the only documentation we have to reconcile shipments with our vendors. Make a copy for the camp files, and mail the original to:

Atari, Inc.
1399 Moffett Park Drive
P.O. Box 3427
Sunnyvale, California 94088
Attention: Daneta Naylor

- B. On all package documentation, record the date received and sign your names.

3. Save in-coming boxes to be used for repacking at the closing of camp.

OUTGOING BOXES/MAIL:

1. Send everything via regular mail unless instructed by the New York or Sunnyvale offices to do otherwise. The Camp Director has petty cash for postage.

PETTY CASH ITEMS

We have tried to anticipate your needs in the classroom. However, we realize that some small items may be missing. Any petty cash items needed for the computer rooms should be listed and a request made to the Camp Director for purchase from the camp petty cash fund.

MOTIVATIONAL INCENTIVES

Computer Coordinators and Teachers will receive a number of stickers, poster, etc. for distribution to the campers to be used in a manner that will achieve the most positive effect. With regard to distribution of these giveaways, consideration should be given as to how many children will be at each session (i.e., please ensure that August campers have the same opportunity to receive prizes as June campers and vice versa).

HOW TO HANDLE THE PRESS

Please jot down any interesting or humorous anecdotes that may occur during the camping season. We will gather this information for our 1985 press coverage.

The remainder of this section has been prepared by Atari Public Relations. Any press requests to visit the site and/or Staff interviews should be channeled through Atari Public Relations. The phone number is (408) 745-5752.

WHO IS THE CONTACT PERSON AT EACH SITE?

The persons listed below are the contact people for each of our ACC sites. They are the ones who were responsible for receiving the equipment when it arrived from Atari. They will also be the ones to help you with any facility problems.

Camp Atari-Poconos (East Stroudsburg State College)
Charlie Baughman
Director of Public Affairs and Development
717-424-3532

Camp Atari-New England (Stoneleigh-Burnham School)
Stephen Ladd
Business Manager
(413) 774-2711

EQUIPMENT REPAIRS

Each site will be serviced by a local Atari Service Representative. Every piece of Atari equipment leaving or arriving with the Service Representative must be tracked on a Service Log (a sample is located at the end of this manual). Only the Computer Coordinator can authorize repairs on equipment. When at all possible, the Service Representatives will provide a 48-hour turn around on repairs.

Should any third party equipment (other than Atari) need servicing, please contact the Sunnyvale office for specific directions.

Service Representatives:

East Stroudsburg:

Advanced Electronics
Village Shopping Center
Route 206
Flanders, New Jersey 07836
Attention: Bob Law
(201) 584-1252

Greenfield:

Custom Electronics
238 Exchange Street
Chicopee, Massachusetts 01013
Attention: Dave Klase
(201) 584-1252

WHO TO CONTACT AT THE SUNNYVALE OFFICE

Requests, questions, whatever should be submitted to Daneta Naylor and/or Fern Buchanan. Our phone number is (408) 745-5272. The street address is:

Atari, Inc.
1399 Moffett Park Drive
Sunnyvale, California 94088

They will make sure your call or letters are given prompt attention by the appropriate person.

COMPUTER COORDINATOR DUTIES

Each Computer Coordinator will be responsible for implementing the Atari Computer Camps curriculum with designated groups of campers. A camper will have a minimum of four hours per day of computer instruction and computer free-time, for which the Computer Coordinator will be responsible overseeing. The Computer Coordinator will teach two groups of campers per day.

The Atari Computer Camps staff will be introduced to ATARI Home Computer equipment and software upon hire. Prior to the first class each session, the Computer Teachers, Coordinator and On-Site Expert will interview each new camper and place the camper in an appropriate class.

All class planning will be done during the Computer coordinator's allotted planning time. Time will be allowed for computer staff meetings each week.

In addition to the actual teaching, the Computer Coordinator will be responsible for the total computer portion of the camp. This includes overseeing the camp library and staff room (books, hardware, and software), monitoring hardware service records and use of the library telephone, interacting with the Camp director on curriculum and computer matters, arranging any appropriate computer related field trips in conjunction with the Camp Director, supervising the computer classroom set up and closing. The Computer Coordinator should be prepared to discuss the computer program with any interested parties.

Coordinators are expected to be involved in as many of the general camp activities as possible, both during the day and in the evening, whether computer or general camp related.

Every staff member will have one day off per week except for the first and last week of the camping season. One of the specified days off can extend for a 24 hour period starting after breakfast and ending in time for breakfast and will end in time for the designated curfew.

All staff must live on campus. Housing will be provided in a single occupancy dorm room and all meals will be served with the rest of the staff and campers at the dining commons.

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ON-SITE EXPERT DUTIES

Working with a Classroom Teacher, the On-Site Expert will assess the advanced camper's programming skills, weaknesses, areas of interest and most profitable direction for each camper to pursue during the time spent at camp.

The On-Site Expert will hold many informal discussions with advanced campers, during class sessions, to discuss the value of learning various programming skills, different languages, and different areas of computer science. Such discussions will also touch on some aspects of career planning.

This person will recommend projects for campers, considering each camper's level of expertise and areas of interest. S/he will assist campers in carrying out their projects--especially helping them to learn how to overcome obstacles.

S/he will be an on-site consultant to all staff and campers concerning matters relating to the broad field of computer science and how campers' activities tie into this field.

The On-Site Expert will help with the set-up and break-down of the classrooms and will remain on site until packing of equipment is complete.

On-Site Experts will be involved in the camp activities, whether computer or camp related, and will be an integral part of the camp community.

Every staff member will have one day off per week except for the first and last week of the camping season. One of the specified days off can extend for a 24 hour period starting after breakfast and ending before breakfast the following day. All other days off will begin after breakfast and will end at the designated curfew.

All staff must live on campus. Housing will be provided for each On-Site Expert in a double occupancy dorm room with other staff members and all meals will be served with the rest of the staff and campers.

Equipment and software will be available to On-Site Experts, on a loan basis, from the onset of hiring until the opening of camp.

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TEACHING ASSISTANT/COUNSELOR DUTIES

The Primary duty of the Teaching Assistant/Counselor will be to assist the Classroom Teacher during one group's class sessions and to act as a general counselor.

TA/Counselors will help with the set-up and break-down of the classrooms and will remain on site until the packing of equipment is complete.

Except for specifically designated times off, the TA/Counselor has a 24 hour per day responsibility to live with, play with and supervise a group of campers. While certain activities may be supervised by others, it is the responsibility of the TA/Counselor to participate in the activities of his or her group when not assisting in the classroom.

The health and well being of each camper is the responsibility of the TA/Counselor. Any deviations from normal health and behavior must be reported to the Camp Director immediately.

The TA/Counselor will be part of a regular pattern of planning, evaluation and supervision by his or her supervisor.

Every staff member will have one day off per week except for the first and last week of the camping season. One of the specified days off can extend for a 24 hour period starting after breakfast and ending before breakfast the following day. All other days off will begin after breakfast and will end at the designated curfew.

All staff must live on campus. TA/Counselors will be rooming in double occupancy rooms on the same floors as campers and other counselors. All meals will be served at the dining hall with the campers and other staff members. Seating arrangements will be designated by the Camp Director.

Equipment will be available to TA/Counselors on a loan basis from the onset of hiring until the opening of camp.

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CLASSROOM TEACHER DUTIES

Each Classroom Teacher will be responsible for implementing the Atari Computer Camps curriculum with designated groups of campers. A camper will have a minimum of four hours per day of computer instruction and computer free-time which the teachers will monitor. Each Teacher will teach two groups per day.

Following the direction of the Computer Coordinator, Teachers will be responsible for the set-up and break-down of each classroom. Break-down and packing must be complete before leaving camp at the end of the season.

The Atari Computer Camps staff will be introduced to ATARI Home Computer equipment and software upon hire.

Prior to the first class each session, the Computer Teachers, Coordinator and On-Site Expert will interview each new camper and place the camper in an appropriate class.

All class planning will be done during the Classroom Teacher's allotted planning time. Time will be allowed for computer staff meetings each week.

Teachers will be involved in as many of the general camp activities as possible.

Every staff member will have one day off per week except for the first and last week of the camping season. One of the specified days off can extend for a 24 hour period starting after breakfast and ending before breakfast the following day. All other days off will begin after breakfast and will end at the designated curfew.

All staff must live on campus. Housing will be provided in a single occupancy dorm room and all meals will be served with the rest of the staff and campers at the dining hall.

CLASSROOM EQUIPMENT QUANTITIES LIST

The following is a list of equipment to be found in each of the computer rooms:

Each Classroom

800 Computers	12
810 Disk Drives	18
Epson Printers	4
1025 Printers	8
1010 Program Recorders	2
850 Interfaces	4
1020 Printer Plotters	2
Versawriter	1
Voice Box	1
Camera	1
Joysticks (Single)	30
Paddles	4

Electronics Workshop

800 Computers	8
810 Disk Drives	12
850 Interfaces	2
Epson Printers	2
1025 Printers	6
Electronic Kits	15
Joysticks (singles)	24
Paddles	3

Library

800 Computer	1
810 Disk Drive	1
1025 Printer	1

Staff

800 Computers	8
810 Disk Drives	12
1025 Printers	7
1020 Printer/Plotters	1
Epson Printer	1
850 Interface	1
1010 Recorder	1
Voice Box	1
Versawriter	1
Joysticks (Singles)	12
Paddles	2

Camp Office

800 Computer	1
810 Disk Drive	2
1025 Printer	1

Extra equipment should be stored in an easily accessible yet secure area, such as the staffroom, until needed.

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SITE:

[illegible]

COMPUTER COORDINATORS TEACHERS AND ON-SITE EXPERTS SCHEDULE

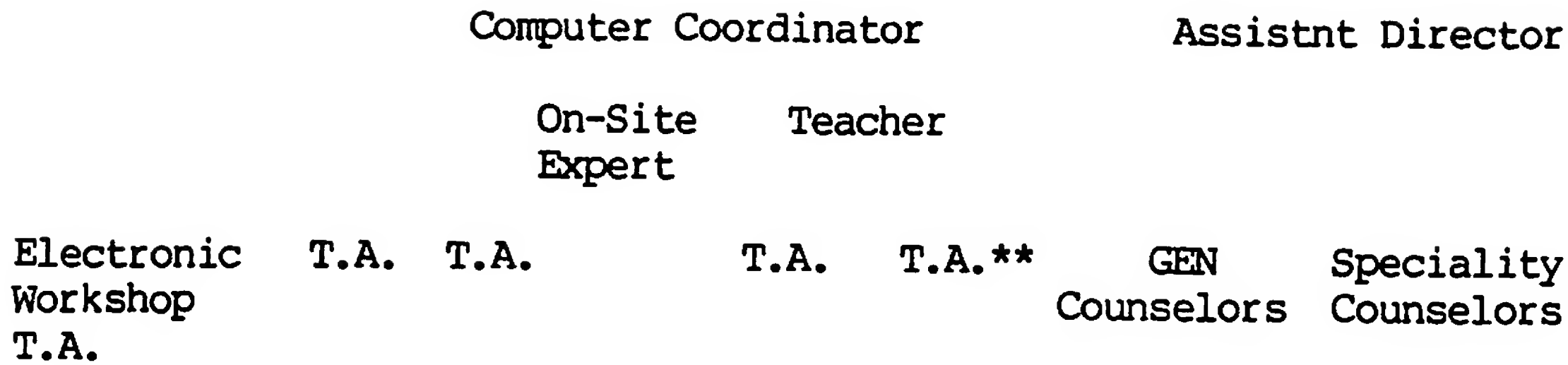
Session	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 1 - 7	Interview, Establish Skill Levels, & Group campers. Prepare lessons	A.M. Class P.M. Class	A.M. Class P.M. Class	Teachers not teaching, but must be avail- able on site. Prepare lessons	A.M. Class P.M. Class	A.M. Class P.M. Class	A.M. Class P.M. Class
July 8 - 14	A.M. Class P.M. Class	A.M. Class P.M. Class	A.M. Class P.M. Class	TEACHER'S DAY OFF	A.M. Class P.M. Class	A.M. Class P.M. Class	Open House. All Staff Available & computer rooms are open for visitors.
July 15 - 21	Interview, Establish Skill Levels, & Group campers. Prepare lessons	A.M. Class P.M. Class	A.M. Class P.M. Class	TEACHER'S DAY OFF	A.M. Class P.M. Class	A.M. Class P.M. Class	A.M. Class P.M. Class
July 22 - 28	A.M. Class P.M. Class	A.M. Class P.M. Class	A.M. Class P.M. Class	TEACHER'S DAY OFF	A.M. Class P.M. Class	A.M. Class P.M. Class	Open House. All Staff Available & computer rooms are open for visitors.
July 29 - August 4	Interview, Establish Skill Levels, & Group campers. Prepare lessons	A.M. Class P.M. Class	A.M. Class P.M. Class	TEACHER'S DAY OFF	A.M. Class P.M. Class	A.M. Class P.M. Class	A.M. Class P.M. Class
August 5 - 11	A.M. Class P.M. Class	A.M. Class P.M. Class	A.M. Class P.M. Class	TEACHER'S DAY OFF	A.M. Class P.M. Class	A.M. Class P.M. Class	Open House. All Staff Available & computer rooms are open for visitors.
August 12 - 18	Interview, Establish Skill Levels, & Group campers. Prepare lessons	A.M. Class P.M. Class	A.M. Class P.M. Class	TEACHER'S DAY OFF	A.M. Class P.M. Class	A.M. Class P.M. Class	A.M. Class P.M. Class
August 19 - 25	A.M. Class P.M. Class	A.M. Class P.M. Class	A.M. Class P.M. Class	Teachers not teaching, but must be avail- able on site. Prepare lessons	A.M. Class P.M. Class	A.M. Class P.M. Class	Open House. All Staff Available & computer rooms are open for visitors.

SESSION OPENING DATES

Both camp sites will open Sunday, July 1, 1984. All staff is to report to camp on Wednesday, June 27, no later than 5 p.m.

ATARI COMPUTER CAMPS
ORGANIZATIONAL CHART

CAMP DIRECTOR



** Teaching Assistants will be responsible to Camp Director and Assistant Director for their counseling duties.

Class Placement Definitions

Group 1 LOGO

1. Kids who have never written a program in any language.
2. May have played video or used preprogrammed software and they may even have copied a program from a book or magazine into a computer.
3. May not know how to turn on or operate a computer.

Group 2 LOGO or BASIC Book 3

1. Some use of computers - introductory course with some programming in BASIC, PILOT and Logo.
2. Have typed in programs and are able to make modifications to existing programs.
3. On demand can demonstrate ability to write a program that does some kind of OUTPUT - text, graphics, or sound in PILOT, BASIC or Logo.

Group 3 BASIC BOOK 4

1. Reasonably comfortable with some microcomputer.
2. Had at least the equivalent of a semesters course in BASIC at school or self-taught.
3. Have designed and created their own program but programs do not manipulate data or show modular design.
4. Familiarity with simple variables - both string and numeric.
5. Have used loops for control - either FOR-NEXT or IF-THEN/GOTO
6. Ready to sink their teeth into a guided project.
7. Ready to plug in per-defined routines.
8. Ready to write their own modules - once the modules are predefined.

Group 4

Advanced Topics

1. Comfort and familiarity with the computer. Must have free access to a machine for several months.
2. Can demonstrate proficiency in programming in a language such as BASIC.
3. Ready for off computer learning. Eager to learn.
4. Patient - willing to invest time to learn.
5. Developed a data structure.

What is an array?

How do you structure an array?

Organized a program using more than simple variables, i.e.

Designed a data structure (strings, arrays, files) to help solve a problem.

6. Self motivated!

Eager to dive into a project and can list some projects that interest them.

Camp Morale

It is important that the excitement and enthusiasm of the staff on that first opening day of camp be carried through all eight weeks. This is, at times, difficult and often a slump period occurs during the second or third session of the camping season.

In order to maintain that initial energy for the benefit of all campers, it is necessary to show the entire staff that their efforts are greatly appreciated. This can be done in a number of ways - individual recognition, a simple thank-you, being a sincere listener and showing consideration for someone's feelings and ideas.

One idea that came out of last year's camps was the "Mr. and Ms. Big E Award." A staff member was chosen by staff vote daily (or semi-weekly) for having contributed in an outstanding manner to the high morale, excitement and enthusiasm of the camp ("Big E" stands for "enthusiasm"). The award was usually a small humorous gift which meant something special to the recipient, i.e., ball and jacks, mustache comb, or a plastic whistle.

Each award recipient was then represented on a poster by a baby or child's picture cut from a magazine and captioned with the person's name, date of award and a favorite phrase or verbal mannerism. Some pictures were finished off by adding a distinguishing characteristic of the recipient, i.e., mustache, glasses or favorite hat.

The entire staff looked forward to the vote and had great ideas for gag gifts and poster pictures. They made an extra effort to be involved in all camp activities and encouraged each other to do the best job possible in competition for the award. This kept morale high, gave the staff something fun and creative to look forward to, and joined everyone together, sharing in the fun. But especially, it said "thank you" for a job well done, we appreciate your efforts, and keep up the good work!

The "Big E Awards" is only one idea. You may have some great morale boosters yourself. We'd like to hear about these, but more importantly, we'd like to see them initiated at your camp to ensure a fun-filled, exciting summer for our campers and our staff.